AMS/FAST CHANGE REQUEST (CR) COVERSHEET

Change Request Number: 23-72

Date Received: April 4, 2023

Title: Baseline Management Standard Operating Procedures (SOP)

Initiator Name: Jessica Navarrete/ Kristine Brown

Initiator Organization Name / Routing Code:
Capital Program Formulation Branch/ ABP-310

Initiator Phone: 202-267-7115

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Policy and Guidance: (Please check only one box)

☐ Policy	☐ Procurement Tools and Resources
☐ Guidance	☐ Real Property Templates and Samples
☐ Procurement Samples	☐ Procurement Clauses
☐ Procurement Templates	☐ Real Property Clauses
☐ Procurement Forms	☒ Other Tools and Resources
☐ Procurement Checklists	

Summary of Change:
The Baseline Management SOP presently does not align with the current ACAT categories and requires an update. Metrics have changed based on Metrics Workgroup feedback. Added language regarding major systems goals and metrics in response to OIG recommendation (AV2022023).

Reason for Change:
Updating the Baseline Management SOP in the following key areas: New guidance and process flows for Execution Plans and Tech Refresh Portfolios; added an appendix for Major Systems and Critical Acquisition Milestone goal guidance; updated metrics and metrics definitions; replaced AMS language with references and links to AMS, and improved readability

Development, Review, and Concurrence: ABP-3 /AFI

Target Audience: Acquisition Program Offices and investment analysis stakeholders

Briefing Planned: Yes. April 18.

ASAG Responsibilities: Review and comment. ASAG Approved on April 18.

Section / Text Location:
AMS Building Blocks, Measurement & Analysis, Toolkit - Acquisition Baseline Management & Acquisition Program Reporting Standard Operating Procedure

The redline version must be a comparison with the current published FAST version.
◉ I confirm I used the latest published version to create this change / redline
or
○ This is new content

Links: https://fast.faa.gov/AMSBB_Measurement_Analysis.cfm

Attachments: Final Document.

Other Files: N/A.